

ADDENDUM No. 3

TO: ALL BIDDERS
FROM: CITY OF HIALEAH
BID #: 2015/16-8500-60-004
RE: Leasing of copier and copier support services
DATE: June 24, 2016

The original contract documents for the entitled: **Leasing of copier and copier support services** need to be amended as noted in this Addendum No. 3.

This Addendum No. 3 consists of 1 typed pages and 1 addendum receipt form (ARF). All of the terms and conditions in the original Contract Documents shall remain unchanged, except as stated in this Addendum No.3. This Addendum shall become a part of the Contract Documents.

Approved for issue: _____

Angel Ayala – Acting Purchasing Director

Date: _____

6/24/16

ACKNOWLEDGMENT

Receipt of this Addendum No. 3 shall be acknowledged in the space provided on the ADDENDUM RECEIPT form – ARF (Copy attached) now a part of the Contract Documents to be faxed immediately to the City of Hialeah Purchasing Division (305) 883-5871 and submitted with sealed bids.

QUESTIONS AND ANSWERS

Question 1: Is there any possibility that we can seek out an amendment that gives us exactly how many of the 75 machines will in fact need 11x17?

Answer: If machines do not contain an 11x17 tray, please add cost separated for both models with and without 11x17 capabilities.

Question 2: Question: When you talk about a submitting pricing for a 5 year contract, are talking about a 60 month contract for lease with the option to cancel after 36 months. Also options to renew 1 or two years at a time, or a 36 month contract for lease then after 36 months the option to continue with maintenance extension for 1 or 2 years?

Answer: Contract will be for 36 month will the possibility to extend 2 one year option for both lease and services. The city has the option to cancel after the 36 months if not satisfied with copiers and/or services.

CITY OF HIALEAH

Leasing of copier and copier support services

RFP 2015/16-8500-60-004

ADDENDUM No. 3

CONTRACTOR'S NAME _____

ADDRESS _____

PHONE NO. _____

CONTACT NAME _____ **SIGNATURE** _____

**THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUM BY
SIGNING AND DATING BELOW: (Copy of this form must be faxed immediately to
the City of Hialeah at (305) 883-5871).**

ADDENDUM

SIGNATURE

DATE

3

ARF